

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Sells: (520) 383-6540 ~ Fax: (520) 383-4676

San Xavier: (520) 547-8197 ~ Fax: (520) 295-2626

Website: www.tonation-nsn.gov



PLEASE POST

Weekly Job Summary December 6 - December 10, 2021

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7617	Office of the Treasurer	Office Specialist	CL/CR	11/01/21	12/10/21	\$ 16.94
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		11/08/21	12/17/21	\$ 18.24
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	12/10/21	\$ 101,887.97
7801	Gaming (Glendale) (4 Positions)	Gaming Inspector NEW	CR	12/06/21	12/24/21	\$ 22.23
7805	Gaming (Glendale) (2 Positions)	Gaming License Investigator NEW	CR	12/06/21	12/24/21	\$ 24.54
7811	Gaming (Tucson)	Gaming Inspector NEW	CR	12/06/21	12/17/21	\$ 22.23
Education						
7066	Recreation	Recreation Aide (MD)		08/16/21	12/10/21	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	12/10/21	\$ 23.35
7682	Recreation	Recreation Aide (P)		08/23/21	12/10/21	\$ 13.57
7219	Early Childhood Headstart	Teacher (S)		08/23/21	12/10/21	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	12/10/21	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	12/10/21	\$ 19.65
7767	Early Childhood Headstart	Receptionist		11/01/21	12/10/21	\$ 15.73
7519	Early Childhood Headstart	Accounting Specialist	NEW	12/06/21	12/17/21	\$ 21.16
7526	Recreation (Pisinemo)	Maintenance Technician	NEW	12/06/21	12/17/21	\$ 19.65
7682	Recreation (Pisinemo/Sells) (2 Positions)	Recreation Aide	NEW	12/06/21	12/17/21	\$ 13.57
General Support Services						
4243	Information Technology (2 Positions)	Clinical Applications Coordinator		04/05/21	12/10/21	\$ 87,857.74
7769	Accounting	Budget Analyst		10/25/21	12/17/21	\$ 59,183.07
7547	Grants and Contracts	Principal Accountant		06/28/21	12/10/21	\$ 59,183.07
7439	Accounting	Principal Accountant		07/26/21	12/10/21	\$ 59,183.07
7756	Accounting	Accounting Manager		11/01/21	12/10/21	\$ 79,594.74
7783	Human Resources	Human Resources Licensing Analyst		11/01/21	12/10/21	\$ 22.78
7357	Accounting	Accounting Clerk	CL/CR	11/15/21	12/10/21	\$ 16.94
7790	Accounting	Principal Accountant		11/15/21	12/10/21	\$ 59,183.07
7794	Department of Information and Technology	Network Administrator	CL	11/22/21	12/17/21	\$ 72,108.82
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	12/17/21	\$ 79,594.74
7796	Department of Information and Technology	Information Technology Project Specialist		11/22/21	12/17/21	\$ 53,616.99
7797	Department of Information and Technology	Help Desk/Training Supervisor		11/22/21	12/17/21	\$ 30.64
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	12/10/21	\$ 33.00
7723	Health Transportation Services	Program Coordinator		05/03/21	12/10/21	\$ 23.35
7742	Adult Protective Services	Human Services Investigator		08/16/21	12/10/21	\$ 26.42
7762	Child Welfare	Program Supervisor		10/25/21	12/17/21	\$ 59,183.07
7778	Child Welfare (2 Positions)	Group Home Worker		11/01/21	12/10/21	\$ 16.94
7710	Senior Services	Program Coordinator		11/01/21	12/10/21	\$ 23.35
7786	Health Transportation Services (3 Positions)	Transit Driver (San Lucy, San Xavier, Ak-Chin)		11/15/21	12/10/21	\$ 15.73
7798	Food Distribution Program	Commodity Delivery Worker		11/22/21	12/17/21	\$ 15.73
7658	Management of Health	Director of Health and Human Services	NEW	12/06/21	12/17/21	\$ 104,435.14
7807	Senior Services	Cook Aide	NEW	12/06/21	12/17/21	\$ 14.61

7808	Child Welfare	Transit Driver	NEW	12/06/21	12/17/21	\$	15.73
7809	Community Health Services	Office Specialist	NEW CL/CR	12/06/21	12/17/21	\$	16.94
7668	Community Health Services (2 Positions)	Community Health Representative	NEW	12/06/21	12/17/21	\$	15.73
7815	Community Health Services	Certified Nurses Assistant	NEW	12/06/21	12/17/21	\$	16.94
7666	Community Health Services	Program Supervisor	NEW	12/06/21	12/17/21	\$	59,183.07
Planning							
7765	Realty	Realty Officer		10/05/21	12/10/21	\$	79,594.74
7781	Real Property Management (2 Positions)	Custodial/Grounds Worker		11/01/21	12/10/21	\$	13.57
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	12/10/21	\$	79,594.74
7565	Administration	Project Specialist		11/22/21	12/17/21	\$	22.78
Natural Resources							
7422	Livestock	Utility Worker		09/27/21	12/10/21	\$	13.57
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	12/17/21	\$	18.24
7018	Solid Waste Management (2 Positions)	Equipment Operator/Driver	CL	11/01/21	12/10/21	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	12/10/21	\$	22.78
7482	Solid Waste Management	Equipment Operator/Driver	CL	11/15/21	12/10/21	\$	21.16
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	12/10/21	\$	18.24
7751	Law Enforcement	Cook, Senior		08/16/21	12/10/21	\$	16.94
7773	Law Enforcement	Registration/Notification Specialist	CR	11/01/21	12/10/21	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	12/10/21	\$	19.65
7647	Fire	Firefighter	CL	11/22/21	12/17/21	\$	15.52
7378	Environmental Protection Office	Office Specialist	CL/CR	11/29/21	12/10/21	\$	16.94

Current Employees: Must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position(s).

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except receptionist.

FOR CLERICAL TESTING

Clerical testing will now be on-line only, please call Human Resources to schedule an appointment.

If applying contact Human Resources at (520) 383-6540.

Clerical test results must be submitted with your application packet to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!

Career Ladders-CL

Career Ladders are advertised at full level hourly/salary.

Hourly/Salary may differ depending on the level of which the applicant qualifies.

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation Employment Application, 2) a signed and completed Authorization to Release Information document, 3) copy of 39-month driver license motor vehicle record, 4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) or a copy of Tribal Enrollment Card, 5) resume, 6) high school diploma, transcript of college courses, 7) May require a copy of valid driver's license, 8) clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

WHERE TO APPLY: Apply online at the main Human Resources Office or click on the following link:

[Tohono Oodham Nation Jobs](#)

****Only complete applications will be accepted, including online submissions.****

Indian Preference and Preference in filling vacancies will be given to 1) enrolled members of the Tohono O'odham Nation, 2) enrolled members of other Nations, 3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

POSITIONS OPEN CONTINUOUS

<u>DEPARTMENT</u>	<u>POSITION(S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (CL) (Recruit & Lateral)	Open Continuous
Corrections	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYMENT OPPORTUNITIES

Tohono O'odham Community College

JOB TITLE: Academic Advisor Coordinator **SALARY:** \$44,260 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Administrative Assistant-Student Services/Student Life **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Apprentice Instructor-Electrician **SALARY:** \$55,000 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: IT Support Technician I **SALARY:** \$19.50/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Academic Dean **SALARY:** \$77,000 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Bookstore Supervisor **SALARY:** \$20.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Dean of Student Services **SALARY:** \$77,000 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Tutor (Part-time/Temporary) **SALARY:** \$13.09 - \$21.25 (DOE) hourly **CLOSING DATE:** OPEN UNTIL FILLED
For more information on the vacant positions contact mwidener@tocc.edu or visit the link below for online application

[TOHONO O ODHAM COMMUNITY COLLEGE Jobs](#)

P.O. Box 3129 Sells, Arizona 85634 - **Phone:** (520) 383-8401 ext. 49 - **Fax:** (520) 383-0029

CDFI

JOB TITLE: Loan Clerk **SALARY:** DOE **CLOSING DATE:** Open Until Filled
To apply contact CDFI-Phone: 520-383-0790 Email: cdfi.ton@toua.net

Tohono O'odham Ki:Ki Association

JOB TITLE: Fitness Instructor **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Receptionist **SALARY:** \$16.09/hour **CLOSING DATE:** OPEN UNTIL FILLED
Attn: Human Resources Manager PO Box 790 Sells, AZ. 85634
employment@tokahousing.org

Arizona Sonora Desert Museum

JOB TITLE: Purchasing/Warehouse (Temporary/16 Hours/Week) **SALARY:** \$15.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
To apply visit Arizona Sonora Desert Museum website.
https://www.appone.com/MainInfoReq.asp?R_ID=4120321

Gu Achi District

JOB TITLE: Accounting Clerk **SALARY:** \$17.18/hour **CLOSING DATE:** December 28, 2021
JOB TITLE: Laborer (2 Positions) **SALARY:** \$15.04/hour **CLOSING DATE:** December 28, 2021
For more information on the vacant positions contact Gu Achi District Office at 520-361-2404

Freeport-McMoRan

JOB TITLE: Laborer II (Req. ID: 47569)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Supervisor Moly-Rhenium (Req. ID 57803)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Truck Driver Trainee (Req. ID 58093)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Environmental Engineer II (Req. ID 54283)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Supervisor Electrical Maintenance (Req. ID 57443)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Mechanical Engineer I (Req. ID 57604)/Engineering Services **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Environmental Engineer II (Req. ID 54465)/Environmental **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Electrical Engineer I (Req. ID 59645)/Engineering Services **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Planner I (Req. ID 35002)/Operations Support **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Tailings Dam Operator I (Req. ID 51286)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Environmental Scientist II (Req. ID 54483)/Environmental **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Diesel Maintenance Helper (Req. ID 55131)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Mill Diagnostic Mechanic (Req. ID 32687)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Diesel Diagnostic Mechanic (Req. ID 60143)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Hydromet Operator I (Req. ID 56103)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Mill Repair Employee (Req. ID 32688)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Senior Electrical Engineer (Req. ID 61346)/Engineering Services **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Environmental Technician II (Req. ID 55133)/Environmental **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Maintenance Helper-Crush/Convey (Req. ID 40263)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Diesel Repair Employee (Req. ID 46404)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Metallurgist II-Sierrita (Req. ID 60864)/Scientific Services **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Mill Maintenance Helper (Req. ID 58705)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Planner I-Crush/Convey (Req. ID 57923)/Admin Support **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Supervisor Mill (Req. ID 57883)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Warehouse Technician II (Req. ID 52663)/Supply Chain **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Diagnostic Electrician (Req. ID 41804)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Tailings Dam Operator Trainee (Req. ID 43623)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Electrical Engineer II (Req. ID 57183)/Engineering Services **CLOSING DATE:** OPEN UNTIL FILLED
Employment opportunities at Sierrita/Green Valley locations.

<https://jobs.fcx.com/>



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

7801

7802

7803

7804

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR (4 Positions)

SALARY: \$22.23 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 24, 2021

*NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical test required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EXECUTIVE/GAMING

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, the Nation's ordinances, regulations, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), and the Minimum Internal Control Standards (MICS).

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and four year's work experience in security or a regulatory field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must demonstrate 70% proficiency in grammar, spelling and math.
- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background check with NO prior convictions of any felonies is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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7805
7806

JOB ANNOUNCEMENT

JOB TITLE: GAMING LICENSE INVESTIGATOR (2 Positions)

SALARY: \$24.54 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 24, 2021

*NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical test required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EXECUTIVE/GAMING

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, conducts comprehensive background investigations on all potential and current employees, principal owners, current vendors and contractors working for the Nation's gaming enterprises. Ensures compliance with Tribal-State Compact and Appendices Gaming Ordinance, Regulations, and Minimum Internal Control Standards (MICS) of the Tohono O'odham Nation, the Indian Gaming Regulatory Act (IGRA) and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration, Criminal Justice or closely related field and four years work experience in gaming or investigations; or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must demonstrate 70% proficiency in grammar, spelling and math.
- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background check with NO prior convictions of any felonies is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

7811

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR

SALARY: \$22.23 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

*NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical test required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EXECUTIVE/GAMING

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, the Nation's ordinances, regulations, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), and the Minimum Internal Control Standards (MICS).

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and four year's work experience in security or a regulatory field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must demonstrate 70% proficiency in grammar, spelling and math.
- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background check with NO prior convictions of any felonies is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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7519

JOB ANNOUNCEMENT

JOB TITLE: ACCOUNTING SPECIALIST
SALARY: \$21.16 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EDU/EARLY CHILDHOOD

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs general accounting duties, which includes the processing and maintenance of general ledger records processes and accounts by processing all invoices payable by the Tohono O'odham Nation to ensure compliance with all nations disbursement policies, procedures, and guidelines.

SCOPE OF WORK: To provide comprehensive services to three to five years old on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business, Accounting or closely related field and two years' work experience in financial recordkeeping, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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7526

JOB ANNOUNCEMENT

JOB TITLE: MAINTENANCE TECHNICIAN

SALARY: \$19.65 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EDUCATION/RECREATION

JOB LOCATION: Pisinemo, AZ

POSITION SUMMARY: Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

SCOPE OF WORK: To provide recreation services to the members of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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7682
7067

JOB ANNOUNCEMENT

JOB TITLE: RECREATION AIDE (2 Positions)

SALARY: \$13.57 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EDUCATION/RECREATION

JOB LOCATION: Pisinemo & Sells, AZ

POSITION SUMMARY: Under close supervision, assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience working with youth organized recreational activities, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

7658

JOB ANNOUNCEMENT

JOB TITLE: DIRECTOR OF HEALTH AND HUMAN SERVICES

SALARY: \$104,435.14 PER ANNUM, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: HHS/MANAGEMENT OF HEALTH

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, accomplishes the Health and Human Service Department's strategic objectives by planning, organizing, and directing all functions required to operate and maintain activities and services. Enforces all Tohono O'odham Nation, federal, state, county, or other regulatory agency laws, codes, or regulations as required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work, Health or closely related field, and five years' work experience providing social and health related administrative services, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years of supervision experience.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.



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7807

JOB ANNOUNCEMENT

JOB TITLE: COOK AIDE

SALARY: \$14.61 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/SENIOR SERVICES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, assists in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment.

SCOPE OF WORK: To provide a comprehensive and coordinated system of supportive and nutritional services for the Tohono O'odham Elderly.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months food-handling experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within six months of hire.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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7808

JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER

SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/CHILD WELFARE

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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7809

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

*NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/COMMUNITY HEALTH SERVICES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: Provide health promotion/disease prevention, education and services to the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license, (no DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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7668
7086

JOB ANNOUNCEMENT

JOB TITLE: COMMUNITY HEALTH REPRESENTATIVE (2 Positions)

SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/COMMUNITY HEALTH SERVICES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides information and instruction to individuals and families in health education and disease prevention.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience as a health worker, nurse aid or clinical technician.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within one year of hire.
- Must obtain certifications as a Nurse Aide, Home Health Aide or Emergency Medical Technician within one year of hire.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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7815

JOB ANNOUNCEMENT

JOB TITLE: CERTIFIED NURSES ASSISTANT

SALARY: \$16.94 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/COMMUNITY HEALTH SERVICES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, works closely with patients, provides basic care services and important social and emotional support, and vital information on patients conditions to the immediate supervisor.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year of work experience in a nursing field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess a Certified Nursing Assistant Certification by the Arizona Board of Nursing.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within six months after hire.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
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7666

JOB ANNOUNCEMENT

JOB TITLE: PROGRAM SUPERVISOR

SALARY: \$59,183.07 PER ANNUM, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: December 17, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: HHS/COMMUNITY HEALTH SERVICES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, supervises and coordinates the operations of a division or program in accordance with established goals and objectives. Develops and sets procedures within established policies to ensure quality service delivery.

SCOPE OF WORK: Provide health promotion/disease prevention, education and services to the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Management or closely related field; and two years work experience in the supervision or management of a program or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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